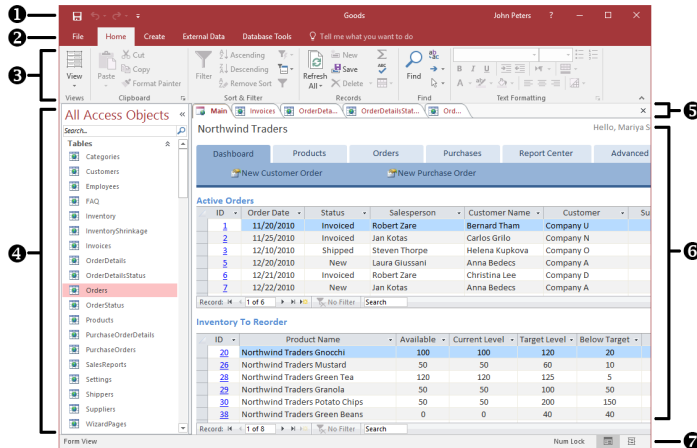


Getting Started



The Access Window

- 1 **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- 2 **Tab Bar** – contains tabs that display tools and commands in the ribbon.
- 3 **Ribbon** – contains groups of tools for use with Access 2016.
- 4 **Navigation Pane** – allows you to work with all database objects.
- 5 **Objects** – display tabs for open database objects.
- 6 **Object Window** – displays the currently open database object.
- 7 **Status Bar** – contains object information and shortcuts, including View buttons.

Signing into OneDrive

OneDrive is Microsoft's free online cloud storage system associated with your Microsoft account. You can save different types of files and folders in OneDrive and access them from any computer or device with an Internet connection by simply signing in. To add additional accounts:

1. Click on the **File** tab.
2. Select **Account** in the left pane.
3. Select **Add a service** in the **Connected Services** section.
4. Select **Storage** from the drop-down menu.
5. Click **OneDrive**.

Note: In order for some features in Access 2016 to work, you will need to have the database you wish to work with saved on your OneDrive.

Using the Backstage View

The **Backstage** view replaces and expands on the **File** menu. The **Backstage** view allows you to quickly manage Access functions such as **Compact & Repair** and **Encrypt with Password**. It also allows you to save a database, open a database, or print the current object. To access the **Backstage** view, click on the **File** tab on the **Tab Bar**. Make selections in the left pane. Click the **Back** button to exit.

Opening an Existing Database

1. Click on the **File** tab.
2. Select **Open** in the left pane.
3. Select the location you would like to open from.
 - **Recent:** choose from a list of recently opened databases organized by date of access.
 - **OneDrive:** choose from a folder stored in the cloud.
 - **This PC:** choose from local folders or click the **Navigate up** button to select another location on your computer.
 - **Add a Place:** select an additional location, such as an Office 365 account or another OneDrive account.
4. *Optional:* To launch the **Open** dialog box, click the **Browse** button.
5. Click the **Open** button.

Creating a Blank Desktop Database

A desktop database is the traditional Access database that is stored locally on your computer.

1. Click on the **File** tab.
2. Select **New** in the left pane.
3. Click the **Blank desktop database** tile.
4. Enter a file name in the **File Name** box.
5. Click the **Create** button.

Creating a Custom Web App

A web app is a type of database that you can use and share online in a web browser.

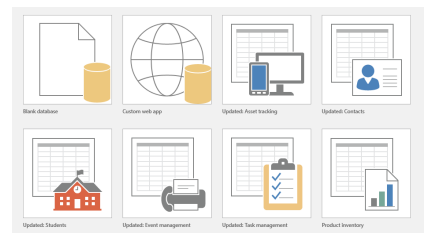
1. Click on the **File** tab.
2. Select **New** in the left pane.
3. Click the **Custom web app** tile.
4. Enter a name for the app in the **App Name** box.
5. Enter a location for the app in the SharePoint or Office 365 site URL box.
6. Click the **Create** button.

Note: To launch Access apps you will need to be using Office 365 for business or SharePoint 2013.

Using Templates

You can create apps or desktop databases using available templates.

1. Click on the **File** tab.
2. Select **New** in the left pane.
3. Click on one of the template tiles in the **New** space.
4. *Optional:* To search for additional templates, enter a search keyword in the



Search for online templates box. Click the **Search** button. *Note: App templates will be represented with a globe icon on the tile.*